FY2020
CMHC

Department Periodic Reports

Department Periodic Report (DPR)

- Department Periodic Reports are due periodically throughout the fiscal year to report how funds/services disclosed at Plan & Budget have been utilized
- DPR information and forms can be accessed at http://dbhdid.ky.gov/cmhc/dpr.aspx
- DPR Submissions use the same web-based access through the Central Login system that was used in submitting Plan & Budget
- Reports due throughout the fiscal year are available through your Regional Reports, accessible through the Central Login system

DPR information including instructions and forms can be accessed at http://dbhdid.ky.gov/cmhc/dpr.aspx

DPR Submission Summary

To upload your DPR, you will need to go into the Central Login at https://dbhdid.ky.gov/Login/Secure/Login.aspx.

Once you are logged in, click on the "DPR Submission-Region #" role, which will take you directly to the Department Periodic Reports File Submission page. You will select the Division, Form, Due Date (if necessary), Program (if necessary), and Service (if necessary), using the drop down boxes, then click "Browse" to select the file you want to submit from your computer. Once the appropriate file is selected, click the "Submit" button. Repeat these steps for all of your DPR submissions.

DPR Submission Process

DBHDID Central Login

This page is for authorized users only. **You must have JavaScript and cookies enabled in your browser to use the Central Login application.**

Note that you are allowed five unsuccessful attempts to log in, then your accou[nt] will be locked and must be unlocked by an administrator. If you have tried to log [in] three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation ba[r] and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every [90] days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it befor[e] you can access your Central Login roles or applications.

Log In
Username: [ ]
Password: [ ]
[Log in] [Cancel]

CMHC employee will access the Central Login at https://dbhdid.ky.gov/Login/Secure/Login.aspx using assigned username and password.

Role(s)
Department Administrator
Department Reports
DPR Approval - AFM
DPR Submission - Region 01
DPR Submission - Region 06
Reports and Upload -Region 06

Once you are logged in, go to your DPR Submission-Region # role and click to access.

DPR Submission Process continued…….

The Department Periodic Reports File Submission page opens up. Please verify that you are in this environment when you submit your DPR.

DPR Submission Process continued…….

Select the division for which the DPR is located

User: Maria Browning
Region: 06
Select Division: Behavioral Health Services ▾ *
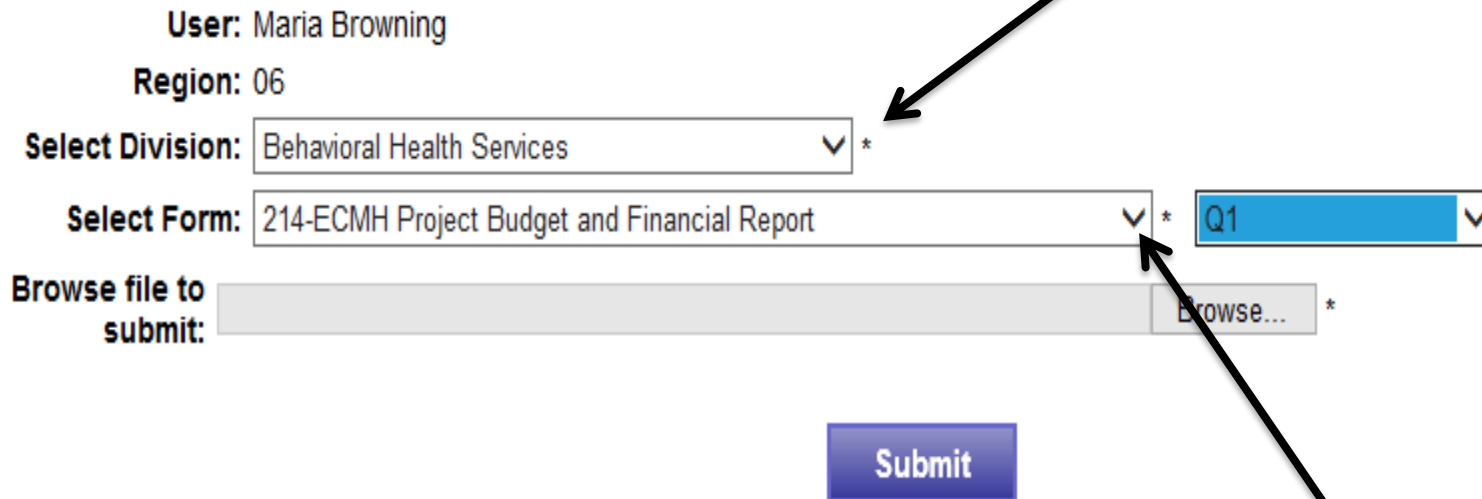**Select Form:** 214-ECMH Project Budget and Financial Report ▾ * | Q1 ▾
Browse file to submit: [   ] Browse... *

Submit

Select the report you want to submit from the drop down menu

DPR Submission Process continued….

Using the drop down boxes you will select the Division, Form, Due Date (if necessary), Program (if necessary) and Service (if necessary). You will then click "Browse" and select the file you want to submit. Once your file is selected, you can click the "Submit" button. These steps can be repeated for all of your DPR submissions.

A feature includes a selection of due date format. If a form has multiple due dates, a Due Date dropdown list will appear. Options include Q1 (equivalent to 10/31/19), Q2 (equivalent to 1/31/20), Q3 (equivalent to 4/30/20), Q4 (equivalent to 7/31/20), semi-annual Jan (equivalent to 1/31/20) and semi-annual July (equivalent to 7/31/20) for most forms. A form will not have a due date option if only a single due date exists for that form.

***Form 012 will have monthly options depending on the month the data is due (i.e. data is for the month of August and due September so I would select September from the drop down menu). ***

DPR Submission Process continued…..

Note: It may be necessary to select the submission timeframe for which the form applies

User: Maria Browning
Region: 06
Select Division: Administration & Financial Mgmt. ∨ *
Select Form: 101-Project Budget and Financial Report ∨ * Semi-annual Jan ∨ ←
Select Service: Community Medication Program ∨ * ←
Browse file to submit: Browse... *

Submit

It may be necessary to select a program and/or service for which the report is for from each drop down menu

DPR Submission Process continued…..

Click Browse to find the appropriate file you want

to select for submission

User: Maria Browning

Region: 06

Select Division: Administration & Financial Mgmt. ▾ *

Select Form: 101-Project Budget and Financial Report ▾ * Semi-annual Jan ▾

Select Service: Community Medication Program ▾ *

Browse file to submit: C:\Users\Maria.Browning\Desktop\101-Community Medications PBFR.xlsx Browse... *

Submit

Once the appropriate file is selected, click the submit button

Revised/Modified DPR Submissions

Any revision/modification to a DPR after an initial DPR submission has been completed, can now be resubmitted through the system if submitted on a different day than the most recent submission. The new system attaches the submission date onto the document title and prevents over-write of the previous submission and original submission date. Maria and Jennifer can still manually upload revised submissions to the appropriate folder, if needed, for same day revisions.

CMHC Reports Due

DBHDID Central Login

This page is for authorized users only. **You must have JavaScript and cookies enabled in your browser to use the Central Login application.**

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On your first visit, you must click the "Recover Password" link on the left navigation ba and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every 9 days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it befor you can access your Central Login roles or applications.

Log In
Username:
Password:

[Log in] [Cancel]

CMHC employee will access the Central Login at https://dbhdid.ky.gov/Login/Secure/Login.aspx using assigned username and password.

Role(s)
Department Administrator
Department Reports
DPR Approval - AFM
DPR Submission - Region 01
DPR Submission - Region 06
Reports and Upload -Region 06

Once you are logged in, go to your Reports and Upload-Region # role and click to access.

CMHC Region Reports and Upload - Region 06

Utilities

- Add, Delete or Update Provider Site
- File Management
- Program Resources

Data Reports

- Standard - Monitoring, Analysis & Reporting Tool (S-MART)

View Reports

To view a report, select its name from a dropdown list below, and the report will open in a new tab. **Please use the newest browser version (Internet Explorer 10 contemporary or newer).**

Block Grants and Other Performance Indicators

Select a report ⌄

CMHC Contract Compliance Reports

Select a report ⌄

CSU/BPRS Reports

Select a report ⌄

Multnomah/MCAS Reports

Select a report ⌄

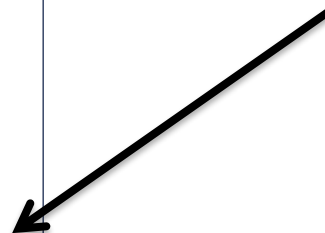**Reports**

Department Periodic Reports, 2019 Master List ⌄

Reports (All Regions)

Select a report ⌄

Download Reports

CMHC Reports Due continued…….

Select the Department Periodic Reports, 2020 Master List from the Drop down menu (or the fiscal year for the reports you wish to view)

CMHC Reports Due continued…….

The list opens up and you can view which reports are due from which division areas, if they've been received and/or approved

Contacts

If you need additional assistance during the DPR submission process, please contact us at BHDID:

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